

CENTRAL INTELLIGENCE AGENCY
INFORMATION REPORT

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THE SOURCE EVALUATIONS IN THIS REPORT ARE DEFINITIVE.
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1. The Institute for Planning of Industrial Factories (Biuro Projektow Budownictwa Przemyslowego), founded in 1947 or 1948, is housed in a one-story building of 20 rooms at 188 Kilinskiego Street in Lodz. It has a staff of 35 administrative and 70 technical employees, the latter consisting of 20 engineers and 50 technicians, draftsmen and copyists. The institute is headed by a general director who has neither technical training nor administrative experience. The institute is run in fact by the technical director, a highly talented architect and a first-class administrator.
2. The following departments of the technical section (pion techniczny) are directly subordinate to the technical director:
 - a. Architectural department, which prepares building plans only, in other words completes the first stage of the general building plan. Its staff comprises 10 persons, three of whom are engineers.
 - b. Construction department, which makes the static calculations of the construction, thus completing the second stage of the general plan. This department employs 15 persons, four of whom are engineers.
 - c. Electricity department, which designs the power installations of the project. It employs a staff of about 10 persons.
 - d. Installation department, which is responsible for the sewerage layout, the water installations, and the heating and ventilation system. There are 15 persons employed in the department.
 - e. Department of estimates (Dzial Kosztorysow), which calculates the expenses connected with the execution of the project, including the cost of the materials required, the number of proposed working days, and the wages. This department employs about 10 persons, of whom only one is an engineer.

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- f. An architect, referred to as verifikator, whose sole responsibility is to check and approve the architectural plans.
- g. A civil engineer, whose responsibility is to check and approve the construction plan.
- h. A chief engineer, who advises the planners and ensures that the plans are completed on time.
3. A technical committee, composed of experts of the institute who have not participated in the work on the project under review, makes a final check and gives final approval to the complete plan as a whole.
4. The administration section, headed by a director who is a lawyer by profession, has the following departments: planning, which plans all the work of the institute, finances, accounts, general services, and secretariat.
5. The personnel department is an autonomous unit with a director and an assistant. Though theoretically subordinate to the director general, it in fact is a separate unit controlled by the Party. It is responsible for the loyalty checks and has the final say in the hiring and discharging of employees.
6. In addition to the departments for the planning of buildings, the institute has a planning department for machine parts and one for boilers.
7. The income of the technical staff is based on fixed monthly salaries according to grades plus premiums in the event of fulfillment and over-fulfillment of the norms. Premiums are not paid to individual employees according to their efficiency, but to a group of persons working as a unit according to the collective performance. The fixed salaries are approximately as follows:
- | | <u>Zloty per month</u> |
|---------------------------------------------------------------------------------------------------------------|------------------------|
| a. Technical Director | 1,300 |
| b. Chief Engineer | 1,300 |
| c. First-Grade Planner
(Starszy Projektant), an
engineer or technician
of many years experience | 1,100 |
| d. Experienced Planner
(Projektant), an engineer
or technician | 950 |
| e. Assistant Planner
(Asystent Projektant),
usually a technician with
technical secondary education | 850 |
| f. Draftsman | 600 |
| g. Copyist (Kopista) | 500 |

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8. The technical staff of the institute is divided into teams, each receiving its assignment, generally five projects yearly, from the planning department. Each group comprises one planner, two assistants, two draftsmen, and one copyist. In the event the team completes from 100 to 120 percent of its monthly assignment within a set time limit, each member receives a premium which is equal to 40 percent of his basic monthly salary. The completion of the assignment by 120 percent and over within a set time limit increases the premiums to 60 percent of the basic salaries, which is the maximum premium attainable. In addition there are premiums for the quality of the work done. These premiums are paid on recommendation of the technical committee which has checked and confirmed the plan. The maximum premiums of this type do not exceed 40 percent of the basic salaries. The technical staff of the institute in general fulfills its work quotas, both according to time and quality. As a result the average income rises to 170 to 180 percent of the basic fixed salaries.
9. Security measures in the institute are very strict. A person not employed there cannot enter the building without first obtaining an entry permit from the guards posted at the entrance to the building. This permit is issued on the presentation of the identity card, which remains with the guard. It is returned to the owner when he leaves the building and presents the entry permit signed by the official visited and an official of the personnel department. The institute is guarded day and night by the Industrial Guard (Straz Przemyslowa). The armed guards are relieved every eight hours.
10. The plans being worked upon are kept in ordinary wooden cupboards, which are sealed with a lead seal affixed by a special official at the end of the work day. Officials who by mistake leave plans, drafts, legends, etc. on the table, are subject to disciplinary measures and liable to be charged under the State Security Act. Each plan is made out in three copies. The original and one copy are destined for the archives of the institute. One copy goes to the building enterprise which is to execute the plan; it is picked up by the representative of that enterprise. One copy is sent to the ministry or other body which has ordered the plan.

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